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77-1773

20 DEC 1977

MEMORANDUM FOR: Executive Advisory Group Members

SUBJECT : Minutes of the 13 December 1977 Executive  
Advisory Group Meeting (U)

1. (U/AIUO) The Executive Advisory Group (EAG) met on 13 December 1977 to discuss micrographics management. A paper proposing consolidation of various micrographics functions within the Agency (EAG 28) had been circulated to EAG members by the A/DDA prior to the meeting, so that the EAG might consider convening an Agency-wide task force to study the matter further.

2. (U/AIUO) [redacted] summarized the paper's recommendations, emphasizing that micrographics activity represents a large undertaking on the part of the Agency and that consolidation of functions in the Printing and Photography Division (P&PD) of the Office of Logistics could save manpower, space, equipment and operating costs, as well as provide centralized service, more uniform products, and better control over CIA's archival product.

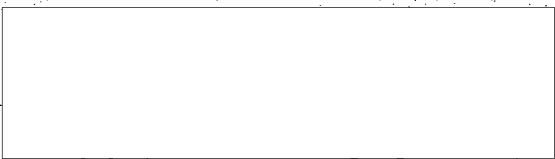
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3. (U/AIUO) In the discussion which followed, Mr. Shackley stressed the need for a thorough inter-Directorate evaluation of the situation. He was particularly concerned that compartmentation problems had not been taken into account. Mr. Zellmer urged that effectiveness be considered as well as efficiency. In the case of NPIC, time factors and the cost of transporting materials must be carefully weighed. Dr. Stevens said that knowledgeable members of NFAC, too, would appreciate the opportunity to participate in a full discussion of the matter. He pointed out that new micrographics technology is stressing equipment geared to local operations. Mr. Eisenbeiss said that the projected ADSTAR system, which according to the recommendations would be assigned to a satellite facility, might well come to overshadow the proposed consolidated P&PD facility.

4. (U/AIUO) Mr. Blake observed that while the study had been statistically oriented, convenience must be sacrificed when it cannot be justified by cost/effectiveness considerations.

He suggested, and it was agreed, that a task force should be convened to examine the problem in depth, including the ADSTAR relationship. He asked the Comptroller to select a chairman to get work underway so that the EAG would receive its report by 15 February 1978.

5.. (U/AIUO) In subsequent discussion with the Comptroller, the A/DDCI agreed that in view of the magnitude of the task, the completion date would be advanced to 15 March 1978.

  
James H. Taylor  
Secretary  
Executive Advisory Group

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